

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



To Members of the Personnel Committee of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Personnel Committee** of **Meopham Parish Council** on **Monday 21 September 2026 at 7:30pm** to be held in Meopham Village Hall, Meopham. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Tuesday 15th September 2026

AGENDA

1. **To elect the Chairman**
2. **Apologies for Absence:** To receive and accept apologies for absence
3. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

Members are reminded that, in accordance with the Council's Co-option Policy, any Councillor with a relationship or connection to a candidate that could reasonably be perceived as giving rise to a conflict of interest must declare the interest and withdraw from consideration of the item. Such Councillor shall not participate in the discussion or voting.

4. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 30.04.26. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
5. **Councillor Vacancies – Co-option Process:** To consider the eligible application(s) received for the Councillor vacancy in the Nurstead & Hook Green Ward and undertake the co-option process in accordance with the Meopham Parish Council Co-option Policy.

Confidential application papers have been circulated separately to members of the Personnel Committee only.

All applicants have been confirmed as eligible and invited to attend an interview. Where an applicant is unable to attend, their application will be considered in their absence. The Committee will consider the applications and interview responses, assess applicants against the needs of the Council, and select a candidate for recommendation to Full Council.

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Committee resolves that, due to the confidential nature of the business to be transacted, namely the consideration of individual applicants for co-option, the public and press be excluded from the meeting.

6. **Co-option Interviews:** To interview eligible applicants attending the meeting and consider all eligible applications, including those of applicants unable to attend.

RETURN TO PUBLIC SESSION

7. **Co-option – Selection of Candidate:** To select preferred candidate(s) for recommendation to Full Council following consideration of the eligible applications and interviews.

Voting shall be conducted in accordance with the Council's Standing Orders. Only members of the Personnel Committee present at the meeting may vote. Committee members shall have one vote per vacancy to be filled.

The recommendation shall be submitted to the next available meeting of Full Council for ratification.

8. **Complaint:** To note a complaint has been received and will go before a Complaints Committee

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Committee resolves that, due to the confidential nature of the business relating to staffing and personnel matters, the public and press be excluded from the meeting.

9. **Code of Conduct and Operational Framework:** To consider adoption and recommendation to Full Council for approval
10. **Councillor Conduct Referrals and Employee Safeguarding Policy:** To consider adoption and recommendation to Full Council for approval
11. **Staffing Review:** To note the report, findings and conclusion
12. **Staffing Structure:** To note the report and recommendations
13. **Pay Award 2026/27:** To approve the implementation of the Local Government Services Pay Agreement 2026/27
14. **Salary Increment:** To note the report and approve the salary adjustment

Item 4

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Minutes of the Personnel Committee Meeting held on Thursday 30th April 2026 @ 7:30pm at Meopham Village Hall, Wrotham Road, Meopham

Members Present: Cllr P Watson (Chairman)
Cllr D Johnson
Cllr D Sims
Cllr S Johnson (arrived 20:06)

In Attendance: Amy Brown – Assistant Clerk

Meeting commenced 20:01

Item 1: Apologies for Absence: To receive and accept apologies

P.C. 44 Apologies were received from Cllr D Fisher (another meeting commitment).

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

P.C. 45 There were no declarations of interest received.

Item 3: Minutes of Previous Meeting: To approve the minutes of the meeting held on 27.01.26

P.C. 46 Councillor D Johnson proposed and Cllr Sims seconded that the minutes of the Personnel Committee meeting of 27.01.26 be approved. All in favour.

P.C. 47 Members moved the motion to enter closed session. Proposed by Cllr Sims. Seconded by Cllr D Johnson. All agreed.

CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

Item 4: MPC Code of Conduct: Update

P.C. 48 Meeting with Monitoring Officer had an outcome of a few minor changes Cllr D Johnson to action then share at next personnel meeting before going to Full Council for adoption.

Item 5: Grievance 2025: Status update

P.C. 49 Cllr D Johnson update given

Item 6: Safeguarding: Update

20:06 SJ arrived

20:07 DS stepped out

20:08 DS returned

P.C. 50 Cllr D Johnson to update with minor changes after Meeting with Monitoring Officer as part of Item 4, then bring to Full Council for Adoption.

Item 7: Complaints from member of the public: Process using MPC policies

P.C. 51 An external complaints panel is required. Cllr D Johnson proposed and Cllr D Sims seconded.

Item 8: Complaint from MDAA: Process using MPC policies

P.C. 52 Following complaint policy this is now going to disciplinary. Assistant Clerk to return to complainant within next 14 days. Cllr D Johnson proposed Cllr D Sims seconded. All in favour.

Item 9: Grievance 2026: Process using MPC policies

P.C. 53 To discuss at next Personnel Committee.

The meeting closed at 21:01